

Message Text

UNCLASSIFIED

PAGE 01 STATE 112989
ORIGIN SIG-03

INFO OCT-01 NEA-11 ISO-00 /015 R

DRAFTED BY S/IG/CR:GHIGH:JJ

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DESIRED DISTRIBUTION

NEA/EGY, NEA/EX

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FM SECSTATE WASHDC

TO AMEMBASSY CAIRO PRIORITY

AMCONSUL ALEXANDRIA

UNCLAS STATE 112989

E.O. 11652: N/A

TAGS: ASIG

SUBJECT: INSPECTION OF NEA/EGY POSTS

REF: STATE 104717

1. REFTEL PROVIDED NOTIFICATION OF THE FORTHCOMING
INSPECTION OF ADDRESSEE POSTS.

2. INSPECTION INSTRUCTIONS AND QUESTIONNAIRES WERE
POUCHED TO EACH ADDRESSEE DATED APRIL 27, 1978 AS FOLLOWS
(ALL ARE UNCLASSIFIED): CAIRO - NO. 46802, 46803;
ALEXANDRIA - 46804.

3. BECAUSE OF THE DELAY IN POUCHING THESE INSPECTION
MATERIALS, SOME POSTS MAY NOT RECEIVE THEM BEFORE THE DUE
DATE FOR THE POST MEMORANDUM CABLE MENTIONED IN REFTEL.
THE FOLLOWING COVERS THE SALIENT POINTS IN THE INSPECTION
INSTRUCTIONS, SO THAT POSTS CAN PREPARE AND TRANSMIT THE
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POST MEMORANDUM TO S/IG BY THE DUE DATES.

4. POST MEMORANDUM

A. PRIOR TO THE BEGINNING OF THE INSPECTION, THE POST
IS ASKED TO PREPARE A MEMORANDUM REVIEWING BRIEFLY ANY

PROBLEMS AND ISSUES BEING DEALT WITH WHICH SIGNIFICANTLY AFFECT THE POST'S ACCOMPLISHMENT OF ITS OBJECTIVES AND WHICH, IN THE VIEW OF THE POST, ARE SUFFICIENTLY SERIOUS TO BE BROUGHT SPECIFICALLY TO THE INSPECTORS' ATTENTION IN THIS WAY. THE MEMORANDUM SHOULD BE CABLED TO THE INSPECTOR GENERAL BY THE COM OR PRINCIPAL OFFICER BY FI CHANNEL SO THAT IT IS IN THE HANDS OF THE INSPECTORS AT THE INITIATION OF THE INSPECTION IN WASHINGTON. THE MEMORANDUM NEED NOT REPEAT INFORMATION AVAILABLE ELSEWHERE, SUCH AS IN POLICY DOCUMENTS OR RECENT REPORTING, BUT SHOULD REFER TO THEM. THE EMPHASIS SHOULD BE ON BRIEF IDENTIFICATION OF KEY ISSUES AND PROBLEMS RATHER THAN ON LENGTHY DESCRIPTION.

B. THE POST MEMORANDUM SHOULD CONTAIN THE FOLLOWING ELEMENTS:

(1) A BRIEF, GENERAL STATEMENT OF THE STATE OF RELATIONS WITH THE HOST COUNTRY.

(2) IDENTIFICATION OF ISSUES AND PROBLEMS.

(3) EVALUATION OF ACCOMPLISHMENT OF POLICIES OR PROGRAM OBJECTIVES.

C. ILLUSTRATIVE ISSUES INCLUDE MATTERS RELATING TO POLICY UNCLASSIFIED

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FORMULATION; MULTILATERAL DIPLOMACY; MISSION MANAGEMENT; POLITICAL AFFAIRS; ECONOMIC/COMMERCIAL AFFAIRS; CONSULAR AFFAIRS; POST ADMINISTRATION AND ITS COMPONENT ELEMENTS; THE PERSONNEL EVALUATION SYSTEM; CONSTITUENT POSTS AND CONSULAR AGENCIES, IF ANY; OTHER AGENCY ACTIVITIES (MANAGEMENT, RELATIONSHIP TO MISSION, PRIORITIES AND OBJECTIVES, QUALITY OF PROGRAMS, STAFFING), INCLUDING THE INTERNATIONAL COMMUNICATION AGENCY, DOD, AID, DEA, PEACE CORPS, AS APPROPRIATE; OTHER ACTIVITIES (POST ASSOCIATIONS AND SCHOOLS), AND SCIENTIFIC AND TECHNOLOGICAL AFFAIRS.

D. THE COUNTRY DIRECTORATE HAS BEEN ASKED TO PREPARE A "COUNTRY DIRECTORATE MEMORANDUM" ALONG THE SAME LINES AS THE POST MEMORANDUM WITH ESSENTIALLY THE SAME ILLUSTRATIVE ISSUES.

E. POSTS SHOULD EVALUATE THE EFFECTIVENESS OF OTHER AGENCIES' CONTRIBUTION TO POLICY OBJECTIVES, CONSIDER THE STATE OF RELATIONSHIPS WITH THEM, AND, IF PERTINENT, COMMENT WITH PARTICULAR REGARD TO THE PRESIDENT'S LETTER OF OCTOBER 25, 1977 AND 22 USC 2680A (AUTHORITY AND RESPONSIBILITY OF AMBASSADORS).

F. THE POST MEMORANDUM SHOULD BE CLASSIFIED ACCORDING TO
CONTENT. IT IS CONSIDERED A WORKING PAPER RATHER THAN
A PART OF THE REPORT ITSELF, THOUGH THE INSPECTORS MAY
QUOTE FROM IT IN THEIR REPORT AND MEMORANDA. VANCE

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